

**REGULATION  
STAFF  
JOB DESCRIPTION--SCHOOL SECRETARY**

Title: School Secretary

Qualifications: 1. A reasonable degree of proficiency in typing.  
2. Working knowledge of basic office procedures and operation of common office equipment and machines.

Reports to: Superintendent/Principal

Job Goals: To assure the smooth and efficient operation of the school office so that office's maximum positive impact on the education of the children can be realized.

Performance Responsibilities:

**Attendance**

1. Keep daily attendance in registers for grades K-8.
2. Prepare monthly dropout report and mail to SDE.
3. Prepare monthly corporal punishment report and mail to SDE.

**Cumulative Folders and Grades**

1. Maintain student records as required.
2. Check student record folders for required medical records, social security number, current address and phone number, employment of parent or guardian and emergency telephone number.
3. Note clinic card and parental authorization prior to administering medicine.
4. Mail report cards to parents not attending parent/teacher conferences.
5. Request records for new students and mail records to other schools upon request.

**Typing**

1. Type basketball schedules and rosters and listing of officials.
2. Type permission forms for field trips.
3. Type school related correspondence for superintendent and teachers.
4. Type handbook updates.
5. Type school handouts for baccalaureate, commencement, Christmas, etc.
6. Type certificates for awards and send names to newspaper.
7. Collect honor roll names and send to newspaper.

**Miscellaneous**

1. Makes schedule for teacher weekly lesson plans.
2. Sends "Good News" to parents.

3. Keeps current substitute teacher directory.
4. Maintains daily teacher absentee and concomitant records when applicable.
5. Orders and maintain supplies as needed.
6. Assists teachers in preparing instructional materials as requested.
7. Maintain log of visitors to the school.
8. Assists with the enrollment of new students after the first day of the beginning of school.
9. Assists with checking out students who are leaving this school.
10. Types a variety of material such as letters, student records, reports, memos, monthly statements, etc. from rough drafts or corrected copy.
11. Performs various related office duties as assigned.
12. Receives and routes incoming telephone calls.
13. Receives and routes incoming mail and sends outgoing mail.
14. Types grant applications

Terms of Employment: Salary and work year to be established by the board.

Evaluation: Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.